

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

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17 AUGUST 2011



Personnel

**ANNUAL ACQUISITION AWARDS
PROGRAMS**

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This Air Force Instruction (AFI) implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*, establishing annual award programs for outstanding performance in acquisition excellence, acquisition leadership, contracting, and science and engineering. It explains eligibility, nomination procedures and award selection criteria. Major commands (MAJCOM), field operating agencies (FOA), direct reporting units (DRU), and Headquarters US Air Force ensure all organizations have the opportunity to nominate eligible units and individuals for awards as described in this instruction, forward nominees for competition at Air Force level, and arrange local recognition. Awards are presented annually for achievements during the previous year. Science and engineering awards are based on calendar year; acquisition excellence, acquisition leadership, and contracting on a fiscal year basis (except where noted). Selection panels may withhold an award due to lack of competition or when nominees' achievements are not considered deserving of Air Force recognition. This instruction applies to Air Force Reserve Command (AFRC) Units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

PRIVACY ACT WARNING STATEMENT

This Instruction requires maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, 10 U.S.C.857 and Executive Order 9397 as amended. Air Force Privacy Act systems of record notice F036 AF PC V, Awards and Decorations apply.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. AFI 36-2835, dated 16 July 2004, is superseded due to numerous content updates and deletions. Due to the shift in acquisition organizations from a Wing/Group/Squadron construct to a Directorate/Division/Branch construct, the Acquisition Leadership Awards are realigned accordingly. The Agile Acquisition Transformation Leadership Award is replaced by the Acquisition Excellence Continuous Process Improvement Award. The number of Excellence in Classified Contracting Larry Kabase Memorial Awards is increased in order to establish separate categories for groups and individuals. The Systems and Research/Development categories within the Outstanding Performance in a Source Selection Awards are combined into one. The chapter on Value Engineering Awards is deleted. The Scientist/Engineer awards are combined into one category. Two new awards for scientists and engineers are added: the Dr. Paul G. Kaminski Most Promising Systems Engineer of the Year Award and the General Lester L. Lyles Developmental Planning Engineer of the Year Award.

Chapter 1—ACQUISITION EXCELLENCE AWARDS	4
1.1. David Packard Excellence in Acquisition Award:	4
1.2. Acquisition Excellence Continuous Process Improvement Award:	4
Table 1.1. Acquisition Excellence Continuous Process Improvement Award.	6
Chapter 2—ACQUISITION LEADERSHIP AWARDS	7
2.1. Description of Award and Eligibility.	7
2.2. Nomination Responsibilities.	7
2.3. Nomination Procedures.	7
2.4. Evaluation Criteria and Panel.	8
2.5. Award Presentations.	8
2.6. Transportation.	8
Table 2.1. Acquisition Leadership Awards.	9
Table 2.2. Evaluation Criteria for Acquisition Leadership Awards.	12
Chapter 3—CONTRACTING AWARDS	13
3.1. Nomination Responsibilities and Procedures.	13
3.2. Definition of Unit.	13

3.3.	Nomination Procedures.	13
3.4.	Evaluation Criteria and Panel.	13
3.5.	Award Presentation.	14
3.6.	Presentation Ceremony Costs.	14
Table 3.1.	Contracting Awards.	14
Table 3.2.	Evaluation Criteria for Contracting Awards (See paragraph 3.	18
Chapter 4—SCIENTIST AND ENGINEER AWARDS		19
4.1.	Purpose.	19
4.2.	Air Force Outstanding Scientist/Engineer Awards.	19
Table 4.1.	Eligibility for Air Force Outstanding Scientist/Engineer Awards.	19
4.3.	Named Awards.	21
Table 4.2.	Dr. Paul G. Kaminski Most Promising Systems Engineer of the Year Award and General Lester L. Lyles Developmental Planning Engineer of the Year Award..	22
4.4.	Outstanding Science and Engineering Educator Award.	24
Table 4.3.	Air Force Outstanding Science and Engineering Educator Award.	24
4.5.	Submitting Nominations.	25
4.6.	Award Announcements and Presentations.	25
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		26
Attachment 2—NOMINATION COVER SHEET		28
Attachment 3—SPECIFIC JUSTIFICATION FOR AIR FORCE OUTSTANDING SCIENTIST/ENGINEER AWARDS, THE DR. PAUL G. KAMINSKI MOST PROMISING SYSTEMS ENGINEER OF THE YEAR AWARD, OR THE GENERAL LESTER L. LYLES DEVELOPMENTAL PLANNING ENGINEER OF THE YEAR AWARD		29
Attachment 4—SPECIFIC JUSTIFICATION FOR THE AIR FORCE OUTSTANDING SCIENCE AND ENGINEERING EDUCATOR AWARD		30

Chapter 1

ACQUISITION EXCELLENCE AWARDS

1.1. David Packard Excellence in Acquisition Award:

1.1.1. Description of Award and Eligibility. The David Packard Excellence in Acquisition Award recognizes Department of Defense (DoD) organizations, groups or teams that demonstrate exemplary innovation and best acquisition practices. The Under Secretary of Defense (Acquisition, Technology and Logistics) (USD/AT&L) sponsors this award.

1.1.1.1. Organizations, groups, or teams may be nominated. Acquisition personnel should be current in accordance with OUSD (AT&L) continuous learning requirements.

1.1.1.2. The award will be granted for contributions made or completed within the preceding calendar year (1 January to 31 December) or as specified in the call for nominations.

1.1.2. Nomination Procedures.

1.1.2.1. Each MAJCOM, FOA, DRU, and the ANG should combine all nominations into a single submission and send the package via electronic submission to the Director of Acquisition Career Management (SAF/AQH), saf.aqh.workflow@pentagon.af.mil, or as specified in the call for nominations.

1.1.2.2. SAF/AQH will issue a call for nominations, specifying format and deadlines, when the call is received from USD/AT&L.

1.1.3. Panel Formation and Selection Process. The Assistant Secretary of the Air Force for Acquisition (SAF/AQ) may nominate up to five Air Force teams for DoD-wide consideration (USD(AT&L) makes DoD award selection). The Deputy Assistant Secretary of the Air Force for Acquisition Integration (SAF/AQX) chairs an evaluation panel, which includes at least four other senior executive officials with extensive acquisition experience. The evaluation panel reviews the nomination packages and selects the winners using a scoring system.

1.1.4. Award Presentation. The Principal Deputy Under Secretary of Defense (Acquisition, Technology, and Logistics) honors award winners at a special ceremony.

1.2. Acquisition Excellence Continuous Process Improvement Award:

1.2.1. Description of Award and Eligibility. The Acquisition Excellence Continuous Process Improvement (CPI) Award recognizes acquisition civilian and military individuals or teams that demonstrate exemplary creativity and rigor in the incorporation of CPI principles, tools, and techniques in solving acquisition problems and generating acquisition efficiency. SAF/AQ sponsors this award. These awards do not apply to foreign military officers or contractors (including prime, subs, or others) not working as part of the acquisition organization's in-house team.

1.2.1.1. Individuals or teams that have exhibited superior accomplishments significantly contributing to achieving Air Force Acquisition Excellence targets may be nominated.

1.2.1.2. The award will be granted for contributions made or completed within the preceding fiscal year (1 October to 30 September).

1.2.2. **Evaluation Criteria.** Criteria for the award are identified in [Table 1.1](#) Individuals or teams nominated for this award must clearly demonstrate sustained and superior performance using CPI to make acquisition more efficient and effective by exhibiting exemplary leadership, innovation, and impact in the generation and execution of substantive improvements. The list below expounds specific characteristics winning individuals/teams should demonstrate:

1.2.2.1. **Collaboration:** Individuals or teams that work with people, both inside and outside of one's functional area, to develop more robust solutions.

1.2.2.2. **Innovation:** Individuals or teams that think innovatively by applying CPI tools in a creative fashion to solve problems.

1.2.2.3. **Effective Change Management:** Individuals or teams that account for the human element in developing solutions that can be implemented successfully.

1.2.2.4. **Documentation and Communication:** Individuals or teams that effectively persuade and inform other stakeholders, maximizing the benefits of the CPI investment.

1.2.2.5. **Implementation and Follow-through:** Individuals or teams that ensure the solutions and ideas they develop are properly captured in acquisition policy, process, training, and metrics to ensure sustained benefit to the organization.

1.2.3. **Nomination Procedures.**

1.2.3.1. SAF/AQH will request nominations from Air Force Program Executive Offices (AFPEOs), MAJCOMs, FOAs, DRUs, and ANG. Nomination packages will include:

1.2.3.1.1. A cover letter signed by the MAJCOM Commander or equivalent. Multiple or forwarding cover letters will not be accepted.

1.2.3.1.2. An AF Form 1206, *Nomination for Award* justifying the award. Use a bullet or point paper format, not a running narrative. Use of both pages of the form is allowed.

1.2.3.1.3. Accompanying citation, limited to 15 lines in 10 to 12 pitch font, landscape orientation. Opening and closing words for the citation will be appropriate variations of standard Air Force-wide awards (Reference AFI 36-2803, *The Air Force Awards and Decorations Program*) and commensurate with the significance of the achievements being recognized.

1.2.3.1.4. For team awards, list names, ranks, and assigned organizations on a separate page(s). Ensure all team members are accounted for and recognized. No names will be added to the nomination package once it is submitted.

1.2.3.1.5. For individual awards, list name of individual, title/rank, assigned organization, and duty location.

1.2.3.2. Classified material, faxes, photographs, charts, graphs, staff summary sheets, forwarding memoranda, or other supplementary and supporting documents will not be accepted.

1.2.3.3. Forward nomination packages electronically through command channels to SAF/AQH, saf.aqh.workflow@pentagon.af.mil, or as directed by the call for nominations.

1.2.4. **Panel Formation and Selection Process.** The Deputy Assistant Secretary of the Air Force for Acquisition Integration (SAF/AQX) chairs an evaluation panel, which includes four other senior executive/general officer officials with extensive acquisition experience. The evaluation panel reviews the nomination packages and selects the winners using a scoring system.

1.2.5. **Award Presentation.** SAF/AQ honors award winners at an appropriate ceremony.

1.2.6. Winners of Air Force awards are authorized to wear the Air Force Recognition Ribbon (military) or the Air Force Recognition Lapel Pin (civilian).

Table 1.1. Acquisition Excellence Continuous Process Improvement Award.

R U L E	A	B	C	D
	Award Category	and the type of award is	then the eligibility is	and the MAJCOM/ FOA/DRU/ANG may nominate
1	Acquisition Excellence Continuous Process Improvement Award	Individual or Team	military and civilian in any rank or grade individually or as a group (More than one award may be presented by SAF/AQ)	None. Nominations will be requested by SAF/AQH

NOTES:

1. Teams must not exceed 35 members.
2. Each submitting team will have a proper team name or team title, to include the word "Team," entered in the appropriate identifying block of the AF Form 1206, *Nomination for Award*. Submissions which are clearly unit or organizational may be returned immediately without further action or consideration.

Chapter 2

ACQUISITION LEADERSHIP AWARDS

2.1. Description of Award and Eligibility. These awards recognize Air Force Acquisition Program Managers in leading defense acquisition program(s), project(s), product(s), or subsets by exercising cost, schedule, and performance responsibility throughout the system life cycle. This includes positions that directly or indirectly assist a Program Manager in fulfilling assigned responsibilities as defined in DoDD 5000.1, *The Defense Acquisition System*, and DODI 5000.02, *Operation of the Defense Acquisition System*. These awards recognize performance in the preceding fiscal year (1 October to 30 September).

2.2. Nomination Responsibilities. MAJCOMs, FOAs, DRUs, and ANG may submit nominations for the awards identified in [Table 2.1](#). AFPEOs are categorized as FOAs and are authorized to participate in that regard. Each AFPEO's nomination package will be approved at the AFPEO level, but channeled through and reviewed by the supporting MAJCOM Headquarters. These awards do not apply to foreign military officers or contractors (including prime, subs, or others) not working as part of the acquisition organization's in-house team.

2.3. Nomination Procedures.

2.3.1. Nomination packages will include:

2.3.1.1. A cover letter signed by the MAJCOM Commander or equivalent. Multiple or forwarding cover letters will not be accepted.

2.3.1.2. An AF Form 1206, *Nomination for Award*, justifying the award. Use a bullet or point paper format, not a running narrative. The reverse side may be used.

2.3.1.3. Limit accompanying citation to 15 lines in 10 to 12 pitch font, landscape orientation. Opening and closing words for the citation will be appropriate variations of standard Air Force-wide awards (Reference AFI 36-2803) and commensurate with the significance of the achievements being recognized.

2.3.1.4. For team awards, list names (as you wish to appear on certificates) and include salutations, grade/ranks, and assigned organizations on a separate page(s). Ensure all team members are accounted for and recognized. No names will be added to the nomination package once it is submitted.

2.3.1.5. **Unit** refers to program offices, system sustainment offices, and laboratory offices. Joint organizations and agencies may submit nominations.

2.3.2. Classified material, faxes, photographs, charts, graphs, staff summary sheets, forwarding memoranda, or other supplementary and supporting documents will not be accepted.

2.3.3. Forward nomination packages electronically through command channels to the SAF/AQH, saf.aqh.workflow@pentagon.af.mil or as directed by the call for nominations.

2.4. Evaluation Criteria and Panel. Criteria for each award are identified in [Table 2.2](#). Nominees must clearly demonstrate sustained and superior performance. Acquisition personnel nominated should be professionally current in accordance with OUSD (AT&L) continuous learning requirements. SAF/AQX chairs an evaluation panel, which includes at least four other senior executive officials with extensive acquisition experience. The evaluation panel reviews the nomination packages and selects the winners using a scoring system.

2.5. Award Presentations. The Air Force awards will be presented at an appropriate ceremony hosted by SAF/AQ. The Daedalian Weapons System Award will be presented to the Air Force recipient by the Chief of Staff of the Air Force, or designee, at the Daedalian National Convention.

2.5.1. The John J. Welch, Jr., Award (see [Table 2.1](#)) consists of:

2.5.1.1. A large wall plaque with the winning team's name engraved on a brass plate, permanently displayed at the Pentagon.

2.5.1.2. A trophy and framed large citation certificate for the winning team to display.

2.5.1.3. Citation certificates for each team member.

2.5.2. Each individual and team award consists of a certificate and trophy.

2.5.3. Each unit award consists of a wall plaque with the winning unit's name engraved on a trophy.

2.5.4. Winners of Air Force awards are authorized to wear the Air Force Recognition Ribbon (military) or the Air Force Recognition Lapel Pin (civilian).

2.5.5. The Daedalian Weapons System Award consists of the Colonel Franklin C. Wolfe Memorial trophy.

2.6. Transportation. The award winners' organizations will provide funding for transportation and accommodations for the awards presentation.

Table 2.1. Acquisition Leadership Awards.

R U L E	A	B	C	D
	If the award is	and the category is	then the eligibility is	and the MAJCOM/FOA/DRU/ANG may nominate
1	The John J. Welch, Jr., Award for Excellence in Acquisition Leadership (Note 1)	Team (Note 2)	Teams comprised of Air Force military and/or civilian personnel in the program office, demonstrating superior leadership in the acquisition area. Entire program offices are not eligible. (Note 3)	1 Team; HQ AFMC may submit one team from each product and logistics center
2	Outstanding Air Force Program Office	Unit	(a) system program office (b) system sustainment office	1 unit
3	Outstanding Air Force Program Manager (ACAT I or equivalent)	Individual	(a) military PM or DPM of record in AFSC 63XX or 60C0 (b) civilian PM or DPM of record in occupational series 1101	1 O-5 or above and 1 GS-14 or above civilian (Note 4)
4	Outstanding Air Force Program Manager Award (ACAT II or equivalent)	Individual	(a) military PM or DPM of record in AFSC 63XX (b) civilian PM or DPM of record in occupational series 1101	1 O-5 or above and 1 GS-14 or above (Note 4)
5	Outstanding Air Force Program Manager Award (ACAT III or equivalent)	Individual	(a) military PM or DPM of record in AFSC 63XX (b) civilian PM or DPM of record in occupational series 1101	1 company or field grade officer and 1 GS-12 or above civilian (Note 4)

R U L E	A	B	C	D
	If the award is	and the category is	then the eligibility is	and the MAJCOM/FOA/DRU/ANG may nominate
6	Outstanding Air Force Acquisition Manager Award	Individual	(a) military in AFSC 63AX (b) civilian in occupational series 1101	1 O-4 through O-5 and 1 O-3 or below and 1 GS-13 through GS-14 and 1 GS-12 or below (Note 4)
7	Outstanding Air Force Acquisition Staff Officer Award	Individual	military or civilian of any rank or grade assigned to an acquisition position at Major Command Headquarters, Center Staff, Air Staff, or the Secretariat.	1 military and 1 civilian (Note 4)
8	Daedalian Weapons System Award (Note 5)	Individual or Team	military or civilian in any rank or grade individually or as a group	None (Nominations will be requested by SAF/AQH)
9	Air Force Special Recognition Award In Acquisition Leadership	Individual or Team	military or civilian in any rank or grade individually or as a group (More than one award may be presented by SAF/AQ) (63XX/1101)	None (Nominations will be requested by SAF/AQH)

NOTES:

1. This highly prestigious award is named after Mr. John J. Welch, Jr., Assistant Secretary of the Air Force for Acquisition from October 1987 to April 1992, in recognition of his significant contributions.
2. Teams in excess of 35 members must request prior approval from SAF/AQH in writing with complete justification, no less than 30 days before the suspense date. For team awards, include a separate listing of the team members names, ranks, and assigned organizations.

3. The Welch Award does not apply to the Air Force Secretariat or Air Staff, the Air National Guard, or foreign military officers. It is emphasized that the Welch Award is not designed to be an organizational award. Nor is it handled administratively as such. Each submitting team will have a proper team name or team title, to include the word "Team," entered in the appropriate identifying block of the AF Form 1206, *Nomination for Award*. Submissions which are clearly unit or organizational may be returned immediately without further action or consideration. AFPEO personnel are not eligible for this award.

4. A military and civilian winner will be selected.

5. This annual award is presented to the Army, Navy, and Air Force on a rotating basis in that order. The trophy donor, the late Colonel Franklin C. Wolfe, served as Chief of the Armament Laboratory of the Army Air Forces Materiel Command at Wright Field, Ohio, from 1939 to 1944.

Table 2.2. Evaluation Criteria for Acquisition Leadership Awards.

L I N E	A	B
	Award	Evaluation Criteria
1	John J. Welch, Jr., Award for Excellence in Acquisition Leadership	<ul style="list-style-type: none"> - This highly prestigious Air Force award focuses on accomplishments through a teamwork approach, rather than on individual recognition, and recognizes excellence in acquisition leadership during a calendar year. Examples of achievement criteria areas are: <ul style="list-style-type: none"> -- Developing improved acquisition leadership practices. -- Significantly increasing present or future operational effectiveness of a weapon system. -- Improving weapon system support and readiness for the Air Force. - Include short-term and long-term impact of achievements on the Air Force. Do not use cost savings or securing of contracts as sole reasons for the nomination package.
2	Outstanding Air Force System Program Office	<ul style="list-style-type: none"> - Mission accomplishment - satisfying customer needs / delivering capability to the warfighter. - Acquisition leadership, innovation, and process improvement results. - Collaboration with the user. - Effective, innovative resource management.
3	Individual Air Force Acquisition Leadership Awards (Table 2.1. , Rules 3, 4,5,6, 7)	<ul style="list-style-type: none"> - Noteworthy and/or significant achievements to promote agile acquisition through collaboration. Describe short- and long-term impact on warfighter capabilities. - Resourcefulness: Innovative techniques, program strategies, training programs, process improvements, initiative, risk management, etc., that were developed and used to meet mission objectives. - Leadership ability (e.g., empowering individuals and holding them accountable for the results).
4	Daedalian Weapons System Award	<ul style="list-style-type: none"> - Contributions for the most outstanding weapon system development, which operates, in whole or in part, in the aerospace environment.
5	Air Force Special Recognition Award in Acquisition Leadership	<ul style="list-style-type: none"> - Specific achievement that deserves special recognition based on contribution to development of innovative, collaborative and/or streamlined of acquisition processes.

NOTE: Criteria cover most recent fiscal year only.

Chapter 3

CONTRACTING AWARDS

3.1. Nomination Responsibilities and Procedures. MAJCOMs, FOAs, DRUs and ANG may submit nominations as identified in [Table 3.1](#) The J-4 of Unified and Joint Commands may nominate Air Force military members or civilians according to the categories in **Table 3.1**.

3.2. Definition of Unit. Unit refers to buying offices, flights, squadrons, or program offices. It includes activities issuing operational, systems, logistics, science & technology, specialized, or classified contracts. Non-contracting activities that support the contracting community, such as training centers, may compete for the Outstanding Unit award. Teams of individuals from these activities may be nominated.

3.3. Nomination Procedures.

3.3.1. Nomination package includes the front side only of the most current version of AF Form 1206, *Nomination for Award*. Forward nominations, except those containing classified information, to SAF/AQCX via email. Nominations with classified information must be written at the program level and sent via approved program channels to SAF/AQCS, Attn: Special Programs Contracting Office. As applicable, send email notification specifying the nominee and type of award to SAF/AQCX stating that a classified nomination has been sent to SAF/AQCS. All nominations must be submitted by midnight EST 20 January.

3.3.2. All nominations are limited to 30 lines (inclusive of lines for headings) on the AF Form 1206, except those in the SECAF Professionalism in Contracting, Outstanding Unit, or Outstanding Team categories, which are limited to the space on page one of the AF Form 1206.

3.3.3. All evaluation criteria apply to the most recent fiscal year only, except for the professional development criterion in the SECAF Professionalism in Contracting category, which may cover the course of a nominee's career.

3.3.4. Do not include nominee's social security number on the AF Form 1206.

3.3.5. Do not nominate an individual for the same award won within the previous five years.

3.4. Evaluation Criteria and Panel. Criteria for each award are identified in [Table 3.2](#) Nominees must clearly demonstrate sustained and superior performance while aligning with our contracting Guiding Principles. The evaluation panel consists of at least three senior officials from within the office of the Deputy Assistant Secretary (Contracting) and will be chaired by the Deputy Assistant Secretary (Contracting) or Associate Deputy Assistant Secretary (Contracting). All awards are approved by SAF/AQC.

3.4.1. Our Air Force Contracting Guiding Principles define the values and philosophy of our contracting organizations while guiding the behavior of our workforce. Further, these Guiding Principles align our career field with the Air Force Core Values. The Mission Accomplishments criteria (as listed in Table 3.2) must clearly demonstrate an optimal balance of fulfilling our mission in accordance with the Guiding Principles while upholding statutory law, FAR guidance and Air Force policy. The Guiding Principles are:

3.4.1.1. Stand up and do the right thing to ensure integrity and fairness of the procurement system.

3.4.1.2. Never award a contract at the expense of integrity.

3.4.1.3. Know the fundamentals, think innovatively, and remain focused on the details.

3.4.1.4. Care for one another by sharing our knowledge and experiences.

3.4.1.5. Passionately protect the image of our Nation, our Air Force, and our contracting profession.

3.4.2. Nomination packages should address specific results; including transparent, consistent, compliant and innovative process improvements; evidence of contribution to competition; examples of support to socio-economic programs; and demonstration of strategic enterprise business solutions execution; as applicable, in addition to specific duty accomplishments that supported the mission.

3.5. Award Presentation. The awards are normally presented at a ceremony hosted by SAF/AQC.

3.6. Presentation Ceremony Costs. The award winners' organizations will provide funding for transportation and accommodations for the awards ceremony.

Table 3.1. Contracting Awards.

R U L E	A	B	C	D
	If the award category is	and the type of award is	then the eligibility is	and the MAJCOM/FOA/DRU/ANG may nominate
1	Secretary of the Air Force Professionalism in Contracting	Individual	Any military in AFSCs 64P or 6C; or any civilian in civil service series 1101, 1102, 1105, or 1106	1 supervisor and 1 non-supervisor (See note 10)
2	AbilityOne	Individual or Unit	Any buying office, flight, squadron or program office; or any individual from these activities	1 individual or 1 unit (See notes 1 and 2)

R U L E	A	B	C	D
3	Outstanding Contracting Unit	Unit	Any buying office, flight, squadron, or program office; or a non-contracting unit whose mission is to support a contracting function	1 large unit (> 45 authorized) and 1 small unit (\leq 45 authorized)
4	Outstanding Contracting Officer	Individual	Any military in AFSC 64P	1 field grade and 1 company grade (See note 3)
5	Outstanding Contracting Civilian	Individual	Any civilian in civil service series 1101, 1102, or 1103	1 GS-12 and above and 1 GS-11 and below (or equivalent, e.g., YA, YC, NH) (See notes 3, 9, and 10)
6	Outstanding Pricing	Individual or Team	Any military or civilian	1 individual or 1 team (See notes 1, 4, and 6)
7	Outstanding Contracting Enlisted Member	Individual	(a) Enlisted in AFSC 6CXX; or (b) Airman (AB thru SRA), NCO (SSgt thru TSgt), Senior NCO (MSgt thru CMSgt)	1 each Airman, NCO, and Senior NCO (See note 3)
8	Outstanding Contracting Support	Individual	Any enlisted in AFSC 3A or 3S; or any civilian in series 3XX, 1105, 1106, 2210 assigned to a contracting unit	1 enlisted or 1 civilian (See notes 1 and 10)
9	Outstanding Contracting Team	Team	Group of individuals from a buying office, flight, squadron, or program office, etc.	1 team (See note 6)

R U L E	A	B	C	D
10	Outstanding Reservist in Contracting	Individual	(a) Any reservist in AFSCs 64P or 6C who has deployed in support of current AEF operations or backfilled behind deployed personnel; or (b) any reservist who has made significant contribution to the active duty contracting mission	1 individual (See note 1)
11	Outstanding Contingency Contracting (SSgt Ronald L. King Award) (See note 5)	Individual	Any officer or enlisted who performed contingency contracting duties	1 officer and 1 enlisted
12	Professional Courage	Individual	Any military in AFSCs 64P or 6C; or any civilian series 1101, 1102 or 1103 civil service series	1 individual (see note 1 and 10)
13	Special Recognition	Individual or Team	Any contracting military or civilian in any rank, band, level or grade. (More than one award may be presented by SAF/AQC)	1 individual or 1 team (See note 6)
14	Outstanding Performance in a Source Selection	Team	Any source selection team	1 Operational Team, 1 Logistics Team, and 1 Systems/R&D Team (see note 7)
15	Excellence in Classified Contracting (Larry Kabase Memorial Award)	Individual or Team	Any contracting military or civilian in any rank, band, level or grade who performed classified contracting duties	1 military, 1 civilian, and 1 team (See notes 6 and 8)

NOTES:

1. One award will be presented.
2. The President's Committee Award is presented if category winner is a unit. The Chairman's Award is presented if category winner is an individual.

3. Eligibility grade for individual awards is determined as of 30 September for the year the nominee is nominated. (I.e. MSgt with a DOR of 1 Aug competes in the SNCO category).
4. Exceptional pricing efforts in completing acquisition actions including: price, cost, financial analysis or negotiation of contractor cost proposals, defective pricing settlements, progress payments, change orders, forward pricing rate agreements, claims, CO decisions, etc.
5. The *Staff Sergeant Ronald L. King Award for Outstanding Contingency Contracting* is named in honor of Staff Sgt Ronald L. King, who lost his life in a terrorist truck bomb attack of the Khobar Towers in Saudi Arabia on 25 June 1996 while on a contingency contracting assignment.
6. For team awards, include a separate listing of the team members' names.
7. One award will be presented to each of the listed teams.
8. The *Larry Kabase Memorial Award for Excellence in Classified Contracting* is named in honor of Mr. Larry Kabase, who epitomized innovative business practices, demonstrated mentoring and leadership skills maximizing team problem solving. Mr. Kabase met an untimely death in 1988 after 25 years of exceptional service in Air Force contracting.
9. The determination of the applicable NSPS equivalent band for GS-11 and below or GS-12 and above award category is based on the legacy General Schedule grade for the position.
10. Local nationals performing work equivalent to any applicable civilian service series may be nominated for this award. The applicable equivalent service series shall be listed with rank on the AF Form 1206.

Table 3.2. Evaluation Criteria for Contracting Awards (See [paragraph 3](#))

Rule Ref.	A	B
	Award	Evaluation Criteria
1	Secretary of the Air Force Professionalism in Contracting Award	<ul style="list-style-type: none"> - Mission accomplishment – 40% - Management of resources – 20% - Professional development – 40%
2	AbilityOne	<ul style="list-style-type: none"> - Contribution to advancing requirements to the procurement list - 50% - Ability to identify, convey and advocate the importance of the program to others in the career field - 30% - Contributions to the disabled community - 20%
3	Outstanding Contracting Unit	<ul style="list-style-type: none"> - Mission accomplishment -50% - Innovation and process improvement results - 30% - Management of resources – 20%
6	Outstanding Pricing Award	<ul style="list-style-type: none"> - Mission accomplishment - 50% - Innovation and/or process improvement results - 50%
9	Outstanding Contracting Team	<ul style="list-style-type: none"> - Mission accomplishment - 50% - Innovation and process improvement results - 30% - Management of resources - 20%
11	Outstanding Contingency Contracting Award	<ul style="list-style-type: none"> - Contingency mission accomplishment - 70% - Management of resources - 30%
12	Professional Courage	<p>Demonstrates via specific action or event:</p> <ul style="list-style-type: none"> - Sound ethical principles ensuring integrity and fairness of the acquisition process – 50% - Protecting interest of Air Force, taxpayers and image of Contracting corps – 50%
13	Special Recognition Award	<ul style="list-style-type: none"> - Outstanding mission accomplishment - 50% - Outstanding innovation and/or process improvement results - 50%
14	Outstanding Source Selection Team	<ul style="list-style-type: none"> - Integrity and Equity – 40% - Process Efficiency – 30% - Best Value Decision Making – 30%
15	Excellence in Classified Contracting	<ul style="list-style-type: none"> - Mission Accomplishment – 70% - Innovation and/or process improvement results – 30%
4,5,7, 8, & 10	All Other Contracting Awards	<ul style="list-style-type: none"> - Mission accomplishment - 70% - Management of resources - 20% - Professional development – 10%

NOTE 1: Only the Professional Development evaluation criterion in the SECAF Professionalism in Contracting category may cover the course of a nominee's career.

Chapter 4

SCIENTIST AND ENGINEER AWARDS

4.1. Purpose. The Air Force may give the following awards annually for significant accomplishments in science, engineering, research and development, and science and engineering education in support of the Air Force mission.

4.2. Air Force Outstanding Scientist/Engineer Awards. The Air Force Outstanding Scientist/Engineer Awards recognize the efforts and achievements of the top US Air Force Scientists or Engineers who make noteworthy and/or significant contributions to technology, engineering and/or solving technical problems in development, sustainment, testing, training, or advancement of Air Force systems. One award may be given each year in each category, and recognizes accomplishments during the previous calendar year. Eligibility for each category is shown in Table 4.1.

Table 4.1. Eligibility for Air Force Outstanding Scientist/Engineer Awards.

R U L E	A	B	C
	If the award category is	the type of award is	the eligibility is
1	Air Force Outstanding Scientist/Engineer, Junior Military	Individual	US Air Force officers with ≤ 6 years commissioned service
2	Air Force Outstanding Scientist/Engineer, Mid-Career Military	Individual	US Air Force officers with > 6 and ≤ 16 years commissioned service
3	Air Force Outstanding Scientist/Engineer, Senior Military	Individual	US Air Force officers with > 16 years commissioned service
4	Air Force Outstanding Scientist/Engineer, Junior Civilian	Individual	US Air Force Government Civilians with ≤ 6 years of experience
5	Air Force Outstanding Scientist/Engineer, Mid-Career Civilian	Individual	US Air Force Government Civilians with > 6 and ≤ 16 years experience
6	Air Force Outstanding Scientist/Engineer, Senior Civilian	Individual	US Air Force Government Civilian with > 16 years of experience
7	Air Force Outstanding Scientist/Engineer, Team	Team	Teams comprised of all levels of experience and all types of employment: Air Force Commissioned Officer (Active Duty, Reserve, individual mobilization augmentees), Air Force Government Civilians, and support contractors

NOTE: Years of experience is defined as the number of years the individual has worked in a specific technical area. This includes time worked as a non-government employee.

4.2.1. Nominations. Each MAJCOM, FOA, DRU, and the ANG may only submit one nomination for each award category. The Scientist and Engineer Career Field Functional Manager (FM) and Career Field Manager (CFM) will evaluate the FOA and DRU submissions and select one nomination among them in each category for consideration at the Air Force level.

4.2.2. Evaluation process. A board comprised of the voting members of the Scientist and Engineer Advisory Council (SEAC), or their designated representatives, will review and rate all packages for each award category. Evaluators will rate each nomination according to the overall impact to the AF mission, including operational impact, innovative improvements, and specific value provided to the customer. Given the wide spectrum of research and development activities eligible for recognition under the Scientist/Engineer award category, evaluators will broadly interpret “operational impact” to include the potential of scientific discoveries or engineering advances to have future operational impact, as well as imminent or actual impact. Packages meeting the eligibility criteria will be rated according to the following point system:

4.2.2.1. Operational Impact: 40 points. Examples of things that can be considered under this criterion include (list is not exhaustive):

4.2.2.1.1. Development and/or implementation of new system(s) to satisfy emerging mission requirements for new/enhanced capabilities.

4.2.2.1.2. Substantial improvement in Air Force processes, operational concepts, or force structure (e.g., improved use of resources or effectiveness through the application of scientific or analytical techniques).

4.2.2.1.3. Substantial improvements in the operational effectiveness over the life cycle of the system(s) (e.g., increased mission capability or safety over the life cycle of the system(s)).

4.2.2.1.4. Enhanced/increased performance (e.g., improving or exceeding the operational performance requirements or aiding operational effectiveness).

4.2.2.1.5. Scientific discoveries or engineering advances that enable any of the above.

4.2.2.2. Innovative Improvements: 40 points. Examples of things that can be considered under this criterion include (list is not exhaustive):

4.2.2.2.1. Process improvements/reform.

4.2.2.2.2. Leading change.

4.2.2.2.3. Scientific discoveries or engineering advances that enable any of the above.

4.2.2.3. Customer Focus: 20 points. Examples of things that can be considered under this criterion include (list is not exhaustive):

4.2.2.3.1. Increased capability due to new or enhanced processes/systems.

4.2.2.3.2. Significant cost savings due to new or enhanced processes/systems.

4.2.2.3.3. Substantial schedule reductions.

4.2.2.3.4. Customer satisfaction.

4.2.2.3.5. Scientific discoveries or engineering advances that enable any of the above.

4.2.3. Description of the Award. Individual winners receive a plaque or trophy honoring contributions to the Air Force, a certificate, a three-day pass (military), a time off award (civilian), and may wear the Air Force Recognition Ribbon (military) or Air Force Recognition Lapel Pin (civilian). A winning team receives a team plaque or trophy. Members of a winning team receive certificates honoring contributions to the Air Force, a three-day pass (military), a time off award (civilian), and may wear the Air Force Recognition Ribbon (military) or Air Force Recognition Lapel Pin (civilian). Support contractor members of a winning team will only receive a certificate. Winners will be recognized during a ceremony held at the discretion of leadership at the organizational level or at an Air Force-level ceremony.

4.3. Named Awards. The Dr. Paul G. Kaminski Most Promising Systems Engineer of the Year Award is named for the former Under Secretary of Defense for Acquisition and Technology and recognizes personnel who make outstanding contributions to the United States Air Force in the area of Systems Engineering within the construct of the acquisition process. The General Lester L. Lyles Developmental Planning Engineer of the Year Award is named for the former Commander, Air Force Materiel Command, Wright-Patterson Air Force Base, Ohio, and recognizes personnel working in the area of Developmental Planning or pre-acquisition concept development who have made significant contributions to the Air Force. These awards are presented to members of the Air Force's professional workforce who have at least a Bachelor of Science degree in a Science, Technology, Engineering or Mathematics (STEM) field, and who contribute to the Air Force's continuing advancement in capabilities critical to executing its mission in air, space, and cyberspace (i.e., this is not functional, AFSC, or occupational series-specific; it is open to Air Force personnel in other career fields). Further eligibility criteria for each category are shown in Table 4.2.

Table 4.2. Dr. Paul G. Kaminski Most Promising Systems Engineer of the Year Award and General Lester L. Lyles Developmental Planning Engineer of the Year Award.

R U L E	A	B	C
	If the award category is	the type of award is	the eligibility is
1	Dr. Paul G. Kaminski Most Promising Systems Engineer of the Year Award	Individual	<ul style="list-style-type: none"> - At or below the grade of O-3/GS-12 or equivalent - All Air Force STEM workforce Commissioned Officers or Government Civilians - During the last calendar year, member made distinctive contributions of exceptional value that were clearly of a systems engineering nature and solved a critical operational need in a unique or challenging way.
2	General Lester L. Lyles Developmental Planning Engineer of the Year Award	Individual	<ul style="list-style-type: none"> - At or above the grade of O-4/GS-13 or equivalent - Air Force STEM workforce Commissioned Officers or Government Civilians - Must be assigned to a Headquarters, MAJCOM, Product Center, Program Office, or Laboratory with Capabilities Integration, Requirements, Planning, Resources, or Analysis responsibilities (e.g., XR, A2/3/4/5/8/9 staff, etc.) - During the last three calendar years, member furthered the application of robust development planning with clearly pre-program materiel system capability analysis, planning, and engineering.

4.3.1. Nominations. Each MAJCOM, FOA, DRU and the ANG may only submit one nomination for each award category. The CFM and the scientist and engineer FM will evaluate the FOA and DRU submissions and select one nomination among them in each category for consideration at the Air Force level.

4.3.2. Evaluation process. A board comprised of the voting members of the Scientist and Engineer Advisory Council (SEAC), or their designated representatives, will review and rate all packages for each award category. Evaluators will rate each nomination according to the operational impact, innovative improvements, and customer focus of the work described in the nomination package.

4.3.2.1. Dr. Paul G. Kaminski Most Promising Systems Engineer of the Year Award. Packages meeting the eligibility criteria will be rated according to the following point system:

4.3.2.1.1. Operational Impact: 40 points. Examples of things that can be considered under this criterion include (list is not exhaustive):

4.3.2.1.1.1. Substantial improvement in the operational effectiveness of an Air Force system over its life cycle due to application of systems engineering principles.

4.3.2.1.1.2. The use of systems engineering principles to remedy a performance problem in a fielded system.

4.3.2.1.2. Innovative Improvements: 40 points. Examples of things that can be considered under this criterion include (list is not exhaustive):

4.3.2.1.2.1. Process improvements/reform.

4.3.2.1.2.2. Fundamental contributions to the discipline of systems engineering.

4.3.2.1.3. Customer Focus: 20 points. Examples of things that can be considered under this criterion include (list is not exhaustive):

4.3.2.1.3.1. Increased capability due to new or enhanced systems engineering processes or the direct application of systems engineering principles.

4.3.2.1.3.2. Significant cost savings and/or schedule reductions due to new or enhanced systems engineering processes or the direct application of systems engineering principles.

4.3.2.1.3.3. Increased customer satisfaction.

4.3.2.2. General Lester L. Lyles Developmental Planning Engineer of the Year Award. Packages meeting the eligibility criteria will be rated according to the following point system:

4.3.2.2.1. Operational Impact: 40 points. Examples of things that can be considered under this criterion include (list is not exhaustive):

4.3.2.2.1.1. Substantial improvement in Air Force developmental planning processes.

4.3.2.2.1.2. Substantial improvements in the (anticipated, as appropriate to the situation) operational effectiveness over the life cycle of Air Force system due to excellence in developmental planning.

4.3.2.2.2. Innovative Improvements: 40 points. Examples of things that can be considered under this criterion include (list is not exhaustive):

4.3.2.2.2.1. Process improvements/reform.

4.3.2.2.2.2. Fundamental contributions to the processes and understanding of developmental planning.

4.3.2.2.3. Customer Focus: 20 points. Examples of things that can be considered under this criterion include (list is not exhaustive):

4.3.2.2.3.1. Increased capability due to new or enhanced developmental planning processes or the direct application of developmental planning principles.

4.3.2.2.3.2. Significant cost savings and/or schedule reductions due to new or enhanced developmental planning processes or the direct application of developmental planning principles.

4.3.2.2.3.3. Increased customer satisfaction.

4.3.3. Description of the awards. Winners receive a plaque/trophy symbolizing individual contribution to the Air Force, a certificate, and a cash award (civilian winners only) provided by the Deputy Assistant Secretary, Science, Technology and Engineering. Winners may wear the Air Force Recognition Ribbon (military) or Air Force Lapel Pin (civilian), as appropriate. Winners will be recognized during a ceremony held at the discretion of leadership at the organizational level or at an Air Force-level ceremony.

4.4. Outstanding Science and Engineering Educator Award. The Air Force Outstanding Science and Engineering Educator Award recognizes the efforts and achievements of the top US Air Force instructor in the science and engineering fields, whose contributions and performance best characterize the principles of excellence in science and engineering education. One award may be given each year to the top Air Force Science or Engineering Educator. Eligibility criteria for this award are shown in Table 4.3.

Table 4.3. Air Force Outstanding Science and Engineering Educator Award.

R U L E	A	B	C
	If the award category is	the type of award is	the eligibility is
1	Air Force Outstanding Science and Engineering Educator Award	Individual	- All career levels - All Air Force Commissioned Officers or Air Force Government Civilians

4.4.1. Nominations. Each MAJCOM, FOA, DRU, and the ANG may only submit one nomination, directly to the CFM, for this award.

4.4.2. Evaluation process. A board comprised of the voting members of the Scientist and Engineer Advisory Council (SEAC), or their designated representatives, will review and rate all packages. The packages meeting the eligibility criteria will be rated against evaluation criteria as follows:

4.4.2.1. Classroom teaching excellence: 35 points.

4.4.2.2. Development of course syllabi and instructional material: 20 points.

4.4.2.3. Student feedback: 20 points.

4.4.2.4. Contributions to Science and Engineering: 15 points.

4.4.2.5. Optional Criteria. Evidence provided for these criteria must be pertinent to the scientific or engineering discipline and/or courses being taught. These criteria may not be applicable to all scientific and engineering instructors. However, additional points to the overall score of the individual's package will be given for:

4.4.2.5.1. Research activity: 4 points.

4.4.2.5.2. Publication: 3 points.

4.4.2.5.3. Professional society awards: 3 points.

4.4.3. Description of the awards. Winners receive a plaque or trophy honoring contributions to the Air Force, a certificate, a three-day pass (military), a time off award (civilian), and may wear the Air Force Recognition Ribbon (military) or Air Force Recognition Lapel Pin (civilian). Winners will be recognized during a ceremony held at the discretion of leadership at the organizational level or at an Air Force-level ceremony.

4.5. Submitting Nominations. The CFM will send a call for award nominations in February, with nominations due by mid April. Winners will be announced by the end of June, with presentations in the August-October time frame. The winners' organization(s) will incur all TDY expenses.

4.5.1. Package Contents. Each awards package will be submitted electronically, and will contain the following:

4.5.1.1.1. Nomination cover sheet. Follow format in [Attachment 2](#).

4.5.1.1.2. Specific justification for the award. Follow format in [Attachment 3](#) (exception: for the Air Force Outstanding Science and Engineering Educator Award, use the format in [Attachment 4](#)). Limit narrative to no more than one (1) single-spaced page, bullet format.

4.5.1.1.3. Short unclassified citation (no more than 100 words) to accompany the award. Format: Times New Roman, 12 pitch, single-spaced, one-inch margins.

4.5.1.1.4. E-mail _____ award _____ packages _____ to SAF.AQH.WORKFLOW@PENTAGON.AF.MIL with this subject: Annual S&E Awards Nomination Package.

4.6. Award Announcements and Presentations. The scientist and engineer CFM will provide notification of the award winners to the Chief of Staff and Secretary of the Air Force. The CFM will provide notification of the award winners to the appropriate MAJCOM/FOA/DRU/ANG commanders. Electronic notification of non-selection will be prepared and sent by the CFM. Award presentations will be conducted at a location and time to be determined by the award presenters

DARRELL D. JONES, Lt General, USAF
DCS, Manpower, Personnel and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2803, *The Air Force Awards and Decorations Program*, 15 June 2001

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

DODD 5000.01, *The Defense Acquisition System*, 12 May 2003

DODI 5000.02, *Operation of the Defense Acquisition System*, 8 December 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AB—Airman Basic

ACAT—Acquisition Category

AEF—Air Expeditionary Force

AFI—Air Force Instruction

AFPEO—Air Force Program Executive Officer

AFSC—Air Force Specialty Code

ANG—Air National Guard

CFM—Career Field Manager

CMSGT—Chief Master Sergeant

CO—Contracting Officer

CPI—Continuous Process Improvement

DOD—Department of Defense

DRU—Direct Reporting Unit

EST—Eastern Standard Time

FAR—Federal Acquisition Regulations

FM—Functional Manager

FOA—Field Operating Agency

MAJCOM—Major Command

MSGT—Master Sergeant

NCO—Non-Commissioned Officer

RDS—Records Disposition Schedule

S&E—Scientist and Engineer

SEAC—Scientist and Engineer Advisory Council

SECAF—Secretary of the Air Force

SNCO—Senior Non-Commissioned Officer

SRA—Senior Airman

SSGT—Staff Sergeant

STEM—Science, Technology, Engineering and Mathematics

TSGT—Technical Sergeant

USD/AT&L—Under Secretary of Defense (Acquisition, Technology and Logistics)

Attachment 2

NOMINATION COVER SHEET

A2.1. Times New Roman, 12 pitch, single spaced, one-inch margins. Follow format below.

AIR FORCE SCIENCE and ENGINEERING AWARDS

NOMINATION FOR: (NAME SPECIFIC AWARD and CATEGORY)

NOMINEE or TEAM CHIEF INFORMATION

FULL NAME: (Last, First, MI)

NAME with TITLE AS IT WILL APPEAR ON CERTIFICATE: (e.g., Mr. Joseph Smith, Dr. Jane H. Doe, Mrs. Jill Brown, Maj William Parker, etc.)

GRADE/RANK:

DUTY PHONE: (provide both DSN and commercial number)

DUTY AFSC/OCCUPATIONAL SERIES:

YEARS OF EXPERIENCE:

TEAM NAME: (if applicable)

ORGANIZATION NAME:

OFFICE SYMBOL:

EMAIL ADDRESS:

MAILING ADDRESS:

NOMINEE'S SUPERVISOR INFORMATION

NAME:

RANK/GRADE:

DUTY PHONE: (provide both DSN and commercial number)

OFFICE SYMBOL:

MAILING ADDRESS:

EMAIL ADDRESS:

TEAM MEMBERS: (provide all requested information for each team member)

Can use a continuation page to list team members (will not count as part of the four pages)

NAME and TITLE as it will appear on certificate	GRADE/RANK	AFSC /SERIES	OFFICE SYMBOL	DSN
<i>Dr. Jane H. Doe</i>				

Attachment 3**SPECIFIC JUSTIFICATION FOR AIR FORCE OUTSTANDING
SCIENTIST/ENGINEER AWARDS, THE DR. PAUL G. KAMINSKI MOST
PROMISING SYSTEMS ENGINEER OF THE YEAR AWARD, OR THE GENERAL
LESTER L. LYLES DEVELOPMENTAL PLANNING ENGINEER OF THE YEAR
AWARD**

A3.1. Bullet format, Times New Roman, 12 pitch, single spaced, one-inch margins. Follow format below when submitting awards justification.

Name/Team	Award Name and Category (where applicable)

Section 1: Operational Impact:**Section 2: Innovative Improvements:****Section 3: Customer Focus:**

Attachment 4**SPECIFIC JUSTIFICATION FOR THE AIR FORCE OUTSTANDING SCIENCE AND
ENGINEERING EDUCATOR AWARD**

A4.1. Specific justification for the Air Force Outstanding Science and Engineering Educator Award. Bullet format, Times New Roman, 12 pitch, single spaced, one-inch margins. Follow format below when submitting award justification. If there is no input for Optional Criteria, delete section 5.

Name	Award Name

Section 1: Classroom Teaching Excellence:**Section 2: Development of Course Syllabi and Instructional Material:****Section 3: Student Feedback:****Section 4: Contributions to Science and Engineering:****Section 5: Optional Criteria**